

Home Addition

Residential Permit

Village of Weston/ETZ

Date: _____

Permit No. : _____

Payment Type: ☐ Cash ☐ Check _____

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING

– PLEASE USE THE ONLINE FILLABLE PDF –



5500 Schofield Ave
Weston, WI 54476

ATTACHED GARAGE ADDITION PROJECTS AND FEES

- ☐ Under 200 ft² **\$100.00 FEE** [44/4425]
☐ 200 ft² and over (round up to nearest 100 for fee) \$100.00 + \$20.00/100 ft² = \$ _____ [44/4425]

HOME ADDITION PROJECTS AND FEES

- ☐ Under 200 ft² **\$200.00 FEE** [44/4426]
☐ 200 ft² and over (round up to nearest 100 for fee) \$200.00 + \$20.00/100 ft² = \$ _____ [44/4426]

APPLICANT INFORMATION

Owner: _____ **Project Address:** _____
Mailing Address: _____ **Property Zone:** _____
Phone: _____ **Cost of Project:** _____
Email: _____

CONTRACTOR INFORMATION

Contractor: _____ ☒ **Construction** ☐ Electrical ☐ HVAC ☐ Plumbing
Company: _____ **License Number:** _____
Address: _____ **Phone:** _____
_____ **Email:** _____

Contractor: _____ ☐ Construction ☒ **Electrical** ☐ HVAC ☐ Plumbing
Company: _____ **License Number:** _____
Address: _____ **Phone:** _____
_____ **Email:** _____

Contractor: _____ ☐ Construction ☐ Electrical ☒ **HVAC** ☐ Plumbing
Company: _____ **License Number:** _____
Address: _____ **Phone:** _____
_____ **Email:** _____

Contractor: _____ ☐ Construction ☐ Electrical ☐ HVAC ☒ **Plumbing**
Company: _____ **License Number:** _____
Address: _____ **Phone:** _____
_____ **Email:** _____

GENERAL BUILDING PERMIT REQUIREMENTS

All property lines **MUST** be established by the applicant prior to the submittal of any building permit. The site plan shall show the following features: subject site with lot dimensions, buildings, uses, fences, and other structures; easements; streets, railroads and other public right-of-ways; Driveways; Access restrictions where applicable; water ways, wetlands and floodplain boundaries; existing front, interior and rear yard setbacks. A certified surveyor may be required to complete this requirement. Wetlands are required to be re-delineated every 5 years if there is any proposed disturbance to the land. Wetlands are to be delineated by a state certified professional. Some parcel information and maps may be obtained via the [Marathon County Land Information Mapping System](#).

Has the site plan been attached?

☐ Yes ☐ No

Does the site plan include ALL the required components listed above?

☐ Yes ☐ No

The building specifications including the cross sections for the wall, trusses and headers and frost footings; detailed floor plans showing dimensions of all rooms, all windows and doors; electrical panel and electrical meter.

Has the building specifications been attached?

☐ Yes ☐ No

Do the building specifications include ALL the required components listed above?

☐ Yes ☐ No

On a separate document, a written description of the project, which shall include materials used, warranties (if applicable), contracts (if work is contracted) and any other pertinent information must be included in the submittal of this application to be considered complete.

Has the description of the project been attached?

☐ Yes ☐ No

SINGLE FAMILY/TWO FAMILY RESIDENCE REQUIREMENTS

The structure must be in compliance with the Wisconsin Uniform Dwelling Code (UDC).

Shall have a roof with a pitch of at least 3 inches in height for each foot of width and an eave which extends at least 6 inches from the wall which supports the roof.

Each residence and attached building shall have a roof surfaced with any of the following: wood shakes; asphalt, composition, or wood shingles; clay, concrete or metal tiles; slate; built-up gravel materials; architectural standing seam metal roofing; hidden fastener metal roofing; or rubber membrane (for flat roofs or roofs with no greater than a 1:12 pitch); or similar material approved by the Zoning Administrator.

Each residence and attached building shall be covered with siding made of wood, masonry, concrete, stucco, Masonite, vinyl, metal lap, or similar material approved by the Zoning Administrator. Exterior siding shall extend down to the top of the foundation. If the top of the foundation is below grade, the siding shall extend to the ground.

Shall be placed on a finished, permanent foundation, such as a poured concrete slab or basement meeting UDC requirements. Such foundation shall not extend more than 24 inches above the exterior finished grade of the lot, except that where the grade of the lot slopes, only that portion of the foundation which is on the highest point of the lot must meet this requirement.

The side of any residence facing the front yard shall not be less than 24 feet in width, not including attached garages, carports, and open decks. The ratio of each residence's length to its width shall be no greater than 5 to 2. Therefore, a minimum 24 foot long residence must be at least 9 feet 7 inches wide.

INSPECTION REQUIRED

To arrange an inspection, please call (715) 359-6114. Building inspections are conducted by appointment only. A forty-eight (48) business hour notice is required for inspection. Inspections will be made within 72 business hours after the notification of the completion, erection, alteration or relocation of the building or of intent to commence a use. If the building and its intended use of the premise comply with the requirements of Chapter 94 and all State and Village codes, a Zoning Permit and a Certificate of Occupancy shall be issued (through the approval and finalization of this permit). Any re-inspections that may occur beyond the second re-inspection shall incur a cost of \$50.00 thereafter.

IMPERVIOUS SURFACES

All impervious surfaces must be identified on the property. Impervious surfaces includes the footprint of all existing and proposed structures, driveways, private walkways/sidewalks, patios and any other hard surfaces. All parcels must maintain a Landscape Surface Ratio (LSR). The following must be completely filled out. Failure to fill out this portion of the permit will result in the status of this application as incomplete.

Hard surface: A dustless, all-weather surface including concrete, asphalt paving, "black-top," pervious pavement, interlocking pavers, paving stones commercially designed and manufactured for the proposed purpose, any combination of these materials, or other similar material approved by the Zoning Administrator. Does not include gravel, other crushed stone, limestone screenings, clay, or other loose aggregate or organic material.

Landscaped surface area ratio (LSR): The percentage of the gross site area or lot area that is preserved as permanently protected landscaped area (green space), including vegetative roofs meeting the definition in this section.

Existing Impervious Surfaces:

Building Footprints:	(Principal and Accessory structures)						Ft ²
Driveways/Parking Lots:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel		Ft ²
Walkways/Sidewalks:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel		Ft ²
Patio:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel		Ft ²
Other Hard Surfaces:	Surface Type:						Ft ²
						EXISTING IMPERVIOUS TOTAL:	Ft²

Proposed Additional Impervious Surfaces:

Building Footprints:	(Principal and Accessory structures)						Ft ²
Driveways/Parking Lots:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel*		Ft ²
Walkways/Sidewalks:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel*		Ft ²
Patio:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel*		Ft ²
Other Hard Surfaces:	Surface Type:						Ft ²
						PROPOSED ADDITIONAL TOTAL:	Ft²
						EXISTING IMPERVIOUS TOTAL:	Ft²
						NEW IMPERVIOUS SURFACE GRAND TOTAL (Add PROPOSED and EXISTING):	Ft²

Landscape Surface Ratio Calculation:

NEW GRAND TOTAL: _____ Divided by LOT SIZE: _____ Multiplied by **100** = _____ %

STATEMENT OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I acknowledge that I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons; if this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach the required components to this application will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.** Work on the proposed project cannot begin without the issuance of a permit. Permits filled after the fact shall be subject to double the fee and a \$50.00 fine.

☐ I hereby acknowledge and have read and understand the statement as written above.

"Right to Cure" and Cautionary Statement to Owners obtaining Building Permits:

101.65(1r) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement of advising the owner that: If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under Wis Stat §101.654(2)(a), the following consequences may occur:

(a) **The owner may be held liable** for any bodily injury or death of others or for any damage to the property of others that arise out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) **The owner may not be able to collect from the contractor damages** for any loss sustained by the owner because of violation by the contractor of the one and two family dwelling code or an ordinance enacted under Wis Stat §101.654(1)(a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of other that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

Additionally, Wis Stat §101.66 Compliance and Penalties. "Every builder, designer and owner shall use building materials, methods and equipment which are in conformance with the one and two family dwelling code."

Consequently:

If the owner signs the Permit Application, the owner is held responsible for any code violations, Orders for Correction and/or citations that may be issued in association with this permit.

If the contractor signs the Permit Application as an agent for the owner, the contractor is held responsible for any code violations, Orders for Corrections and/or citations that may be issued in association with this permit.

☐ I hereby read and acknowledge the Cautionary Statement to Owners obtaining Building Permit as written above.

When applying online, the applicant must use a secure e-signature (i.e. Adobe Signature) or print and scan this application. **No hand written applications will be accepted.** When applying in person, the application shall be printed and signed by the applicant.

Signature of Applicant

Date

☐ Property Owner ☐ Contractor

STAFF REVIEW

PIN: _____ Zoning: _____ ☐ Village ☐ ETZ
Filed After the Fact: ☐ Yes ☐ No Fine Imposed: ☐ Yes ☐ No Amount: _____
Lot Size: _____ Principal Building Footprint: _____

Required Principal Structure Setbacks and Standards:

Interior Side: _____ Rear: _____
Height: _____ Area: _____
Building Coverage: _____ LSR: _____

Proposed Principal Structure Setbacks and Specifications:

Interior Side: _____ Rear: _____
Length: _____ Width: _____
Height: _____ Area: _____
Roofing Material: _____ Siding: _____
Improvements: ☐ Electrical ☐ Plumbing ☐ HVAC
New Building Coverage: _____ New LSR: _____

Plan Commission Approval Required: ☐ Yes ☐ No Meeting Date: _____
Plan Commission Decision: ☐ Approved as presented ☐ Approved with modifications ☐ Denied

Signature of Building Inspector or Designee

Date

Permit Number(s) _____ ☐ Approved ☐ Denied

STAFF TIME TABLE CHECKLIST

- ☐ **Pre-application conference with Planning and Development Department Staff (optional).**

Date: _____ Participants: _____

- ☐ **Application and required plans filed with the Village.**

Date: _____ Received by: _____

- ☐ **Application fee received by Village.**

Date: _____ Received by: _____

- ☐ **Application and submitted plans verified as being complete.**

Date: _____ Reviewed by: _____

- ☐ **Determination by Zoning Administrator as to whether requested application requires approval or recommendation from another body under the zoning ordinance (e.g., conditional use permit, site plan approval). (Skip if N/A)**

Review Authority: _____ Meeting Date: _____

Action Taken: ☐ Approved as presented ☐ Approved with modifications ☐ Denied

- ☐ **Building Inspector (or designee) action.**

Designee: _____

Date: _____ Action Taken: ☐ Approved as presented ☐ Approved with modifications ☐ Denied

- ☐ **Applicant notified of decision.**

Date: _____ Sent by: _____

- ☐ **Attached in Smart Search.**

Date: _____ Attached by: _____

- ☐ **Attached and closed in Beehive.**

Date: _____ Closed by: _____